



Job Opportunity

State Controller's Office

Position: Student Assistant

Statewide

Location: Information Systems Division
300 Capitol Mall, Suite 701, Sacramento, CA 95814

Issue Date: March 13, 2006

Final Filing Date: Until Filled

Contact/Telephone:
Eva Adame, 916-323-6695

Who May Apply: Students who are currently enrolled in a minimum of six units of college courses. Must submit proof of enrollment in an appropriate college or university.

California Relay Service: 1-800-735-2929

Position Number(s): 051-340-4870-940
Ref 06-84

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With direct supervision from the Data Processing Manager II of the Internet/Intranet Team, the incumbent will assist in the development of applications to provide efficient, innovative solutions to business problems using Internet technology and/or conduct software research in support of business problems. The incumbent will provide secondary support, maintenance and development of the Intranet and public web site of the Controller's Office. The incumbent will assist in providing consultation and training to client-division staff for the best practices of publishing on the Internet and Intranet.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Conduct research of various software products in support of business solutions; assist in implementation of recommended software.
- Publish and assist division web coordinators and publishers in the publishing of web documents from native format (PDF, HTML, or Microsoft Office) to HTML and/or Adobe Acrobat (PDF).
- Assist in the development of Internet interactive applications using Dreamweaver, Fireworks, .Net, and SQL Server.
- Provide Help Desk support and troubleshoot and resolve problems relating to the Controller's Internet web site.
- Prepare monthly statistics on related activities.
- Assist in the development of guidelines and support of client-division publishing.
- Assist in providing training to client-division web coordinators and web publishers.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Information Systems Division

300 Capitol Mall, Suite 701

Sacramento, CA 95814

Attn: Eva Adme-Reference # 06-84 (Candidate must indicate this Reference # on their resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD. 678.)